

# ACCOUNTING CLERK

## LONG BEACH CITY COLLEGE Curriculum Guide for Academic Year 2008-09 Certificate of Achievement and/or Associate in Arts

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

### CAREER OPPORTUNITIES

This field of concentration is designed to prepare the student for entry as a clerk in a financial department or in other clerical positions in a business setting.

This Certificate of Achievement will prepare students for a variety of clerical positions in a business setting.

This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major.

### DEPARTMENTAL ADMISSION REQUIREMENTS

None. For more departmental information call (562) 938-4737.

<b>REQUIRED COURSES</b>	<b>UNITS</b>	In	Completed
		Progress	Grade
ACCTG 200A Introduction to Accounting (F, SP, S)	3		
† ACCTG 228 Computerized Gen. Ledger Acct. Systems (F, SP)	2		
ACCTG 230 Quickbooks Accounting (F, SP)	1		
CAOTC 35 Microsoft Office - Specialist(F, SP, S)	3		
CAOTO 15 Business Communications (F, SP, S)	3		
GBUS 5 Introduction to Business (F,SP, S)	3		
GBUS 251 Business Mathematics (F)	3		
<b>TOTAL UNITS</b>	<b>18</b>		

### RECOMMENDED courses but not required:

ACCTG 1A Principles of Accounting (F, SP, S)	4		
ACCTG 205 Fundamentals of Tax (F, SP)	3		
† ACCTG 229 Spreadsheet Accounting (SP, S)	3		
ACCTG 400 Personal Financial Management (F, SP)	3		
LAW 18A Business Law (F, SP, S)	3		

### LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "CR" grade (see catalog or schedule of classes).

(SP = Spring) (S = Summer) (F = Fall) (INF = Infrequently) = Represents general frequency of course offering

## GRADUATION REQUIREMENTS

### For **CERTIFICATE OF ACHIEVEMENT:**

This certificate is a one to two year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units listed above with a minimum grade of "C" in each course. Fifty percent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

### For **ASSOCIATE IN ARTS DEGREE:**

The Associate Degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a major. In addition to the requirements for the Certificate of Achievement, complete the A. A. degree requirements specified in the Catalog. The requirements for general education/proficiency and the field of concentration need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

Please keep in mind the 200 Series courses are non-transferable.

**NOTE:** To receive a certificate or degree you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

***Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website ([www.assist.org](http://www.assist.org)) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. To set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562)938-3920.***